

## 2015-2016 LEGAL STANDARDS ASSURANCE PROCESS

### Including School Improvement Plan and Educator Evaluation Plan Submission

**All Legal Standards Documentation and Forms are Located in the  
Learning Connection's IDOE-Accreditation Community**

[DOE Online Login Here](#)

**Legal Standards 2-11 Were Due Friday, July 1, 2016  
Complete Them NOW If Not Yet Completed**

If you need access and do not have a user ID and password for your school, please see your school district's DOE Online administrator. [You can find your school district's DOE Online Administrator here.](#) They will be able to more quickly create new accounts when needed, as well as reset passwords for district users.

Only those assigned principal and superintendent roles' in the DOE Online system will see Accreditation on the menu. If you are an administrator and need this role added to your account, the district DOE Online administer can make that addition.

### **General Information**

Legal Standards are those statutory or regulatory requirements for schools that are part of the Indiana school accreditation process

Building principals complete Standards 1-6,  
district superintendents complete 7-12.

District superintendents can see a read only version of each school's scoreboard through the drop down menu on the top of their scoreboard.

By typing the principal's or superintendent's name and date while using the principal's or superintendent's personal password, the assurance becomes a binding document.

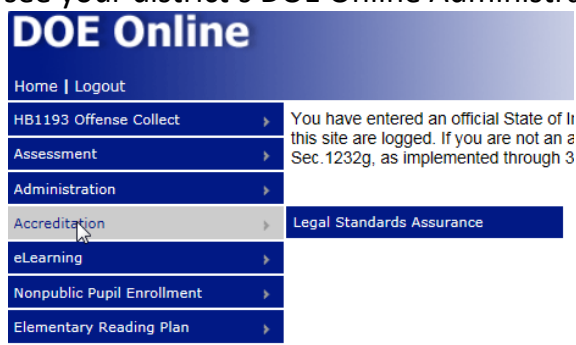
## Who Must Complete The Assurances?

All accredited public and traditionally accredited non-public schools must complete the Legal Standards. Freeway accredited schools and charter schools do not complete the assurances.

## Accessing the Site

Legal Standards Assurances are part of DOE Online. The link is <https://doeonline.doe.in.gov/>.

The Legal Standards Assurance application is found on the left blue menu. Use the “Accreditation” tab of the menu. If you do not see the Accreditation tab, please see your district’s DOE Online Administrator.



## Login Procedure

**Building principals and superintendents must use the DOE Online user ID’s and passwords assigned by their district DOE Online System Administrator.**

If you need access and do not have this new ID and password, please see your DOE Online administrator. You can find your district’s DOE Online Administrator [here](#).

Only those assigned principal and superintendent ‘roles’ in the DOE Online system will see Accreditation on the menu.

If your DOE Online Administrator for your district does not know how to setup the roles, user ID’s and passwords, please have them contact the [DOE Help Desk](#).

## Deadlines

**Legal Standards 2-11**

**Friday, July 1<sup>st</sup>, 2016**

**Legal Standard 12**

**Tuesday, September 15<sup>th</sup>**

**Legal Standard 1**

**October 1<sup>st</sup>, 2016**

## Legal Standard 1 School Improvement Plan

Legal Standard 1 requires that each school submit their full, revised three-year School Improvement Plan each year.

### Due: October 1st

The due date for submission of school improvement plans is October 1<sup>st</sup>, 2016

The Indiana School Improvement Plan (INSIP) is part of the continuing school improvement process. To be effective, the plan should be viewed as a living document, evolving as circumstances change during the three-year period covered by each year's submission.. It is perfectly acceptable to submit a plan that includes preliminary data. The department does not require the plan to include final data.

The document must be contained in a single file and must be uploaded in the PDF file format.

Public schools must certify that they have the Exclusive Representatives signature of approval for the professional develop portion of the SIP. This form is kept locally and not sent to the DOE. These forms are available in the Learning Connection's IDOE-Accreditation community's file area. **For convenience, the two forms are also found at the end of this document.** Only one of the two is required, dependent on how the approval is done.

## **Legal Standards 2-11**

**Due: Tuesday, July  
1<sup>st</sup>, 2016**

Legal Standards 2-11 are assurances that the school/district has met the requirements for each item during the 2015-2016 school year.

### **Legal Standard 2: Curricular Compliance**

### **Legal Standard 3: Student Assessment Participation Compliance**

This is a calculated field and no entry is required.

### **Legal Standard 4: School Safety Compliance**

### **Legal Standard 5: Timely Submission of STN Reports**

This is a calculated field and no entry is available.

### **Legal Standard 6: Immunizations, Hearing and Vision Screenings**

Note: Vision screening is only required through Grade 8.

### **Legal Standard 7: Support Services**

This is required for public school districts only.

### **Legal Standard 8: Instructional Staff Compliance**

This is required for public school districts only

### **Legal Standard 9: 180 Student Instructional Days**

This is a calculated field and no entry is available. Data is pulled from the submitted DOE-CID. If your instructional days reported, combined with any waiver days you had equal 180 days, the indicator will show green.

### **Legal Standard 10: Publish Annual Report**

This is required for public school districts only.

### **Legal Standard 11: Corporation Curricular Compliance**

This is required for public school districts only

## **Legal Standard 12 Educator Evaluation Plan**

**Due: Thursday,  
September 15, 2016**

Legal Standard 12 requires each public school corporation to provide the Indiana Department of Education a copy of the district's latest entire Educator Evaluation Plan, including all licensed staff.

Districts that have contracts that have not expired and have not been subject to meet the requirements of the new IC 20-28-11.5-4 must still upload their current plan. There is a check box on the screen to indicate that you still have a valid contract that precedes the requirement.

Uploaded plans must include the IDOE provided checklist with page numbers be included as the first page. The upload must be contained in a single document and be submitted in the PDF file format. Other formats will not upload.

## **Contacts For Help**

**For Login/Password assistance**, see your district's DOEOnline System Administrator. [Each district's DOE Online Administrator is found here.](#)

**For Legal Standards 1-11**, Please contact:

George Frampton [frampton@doe.in.gov](mailto:frampton@doe.in.gov)  
317-232-9060 or 800-894-4044

**For Legal Standard 12**, Educator Evaluation Plan, Please contact: Caitlin Beatson [cbeatson@doe.in.gov](mailto:cbeatson@doe.in.gov)  
317 232-9173



## **IDOE School Improvement and Professional Development Building Level Assurance Form Principal / Exclusive Representative Signatures**

**Used Only When Exclusive Representative Signs Each School Individually.**

DOE Building Number	
Building Name	

As principal, I verify that the individual professional development plans for all schools within the corporation align with the overall corporation's objectives, goals and expectations. (IC 20-20-31-6)

Principal Name (Print)	
Principal's Signature	
Date Signed	

The exclusive representative is required to demonstrate support "only for the professional development program component of the plan."

By signing this form, I demonstrate my support for the professional development program for this school listed above as they have been reviewed, revised, and submitted as part of the Strategic and Continuous School Improvement and Achievement Plan. (511 IAC 6.2-3-3(10))

Exclusive Representative Name (Print)	
Exclusive Representative Signature	
Date Signed	

This signed form should be kept on file at the school's office.

Principals will electronically assure that this form is signed and on file at the school during the Legal Standard 1 School Improvement Plan Submission process.

**It is NOT necessary to return this form to the Indiana Department of Education.**



## **IDOE School Improvement and Professional Development Corporation Level Assurance Form Superintendent / Exclusive Representative Signatures**

**Used ONLY When Exclusive Representative Signs Once For ALL Schools.**

Corporation Number	
Corporation Name	

As superintendent, I verify that the individual professional development plans for all schools within the corporation align with the overall corporation's objectives, goals and expectations. (IC 20-20-31-6)

Superintendent Name (Print)	
Superintendent Signature	
Date Signed	

The exclusive representative is required to demonstrate support "only for the professional development program component of the plan."

By signing this form, I demonstrate my support for the professional development programs for all schools within the corporation listed above as they have been reviewed, revised, and submitted as part of the Strategic and Continuous School Improvement and Achievement Plan. (511 IAC 6.2-3-3(10))

Exclusive Representative Name (Print)	
Exclusive Representative Signature	
Date Signed	

This signed form should be kept on file at the district office AND copies provided to each building principal to keep on file.

Principals will electronically assure that this form is signed and on file at the district office during the Legal Standard 1 School Improvement Plan Submission process.

**It is NOT necessary to return this form to the Indiana Department of Education.**